

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

April 24, 2006

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM Margaret Donnellan Todd
County Librarian



SUBJECT: **THIRD QUARTERLY REPORT - RECRUITMENT AND RETENTION**

This report covers the County Library's recruitment efforts for the third quarter--the months of January, February, and March 2006. The Department has found that salary and cost of living in Los Angeles continue to be the most significant barriers to filling positions. Personal recruitment at conferences and graduate schools is proving the most effective method to encourage individuals to apply for vacant positions. New hires have frequently mentioned that the personal involvement of the County Librarian and Chief Deputy in the recruitment process influenced their choice to come to the County. Also, the Department's commitment to provide significant training and continuing education opportunities appeals to new librarians.

Recruitment--Conferences and Graduate Schools

- A Library Administrator visited the University of Denver and spoke to Library and Information Science students about employment opportunities and interviewed candidates to be placed on the eligibility list.
- An Assistant Library Administrator visited Simmons College in Boston and made a recruitment presentation to 25 library school students who were referred to the Public Library Association Conference in Boston where the County Library was interviewing candidates for employment.
- At the Public Library Association Conference in Boston in March, recruitment team members reached out to many job seekers and interviewed 11 candidates. As a result, nine candidates were placed on the eligibility list and follow-up phone calls have been made.

- Arrangements have been made for Library Administrators and Librarians to attend the ALA (American Library Association) Conference in New Orleans in June where they will serve as recruitment team members to interview candidates.
- A County staff person spoke to the second-year graduate students at UCLA's Graduate School of Library and Information Studies in February to give advice on how to prepare a portfolio for graduation. The Librarian utilized this opportunity to introduce County Library services and programs to the audience. She also distributed County Library materials and information about Librarian and Librarian Intern positions to the students.
- The Recruitment Task Force participated in the UCLA Information Studies Internship/Career Fair. The Fair was held on April 19 and 20. Library Administrators and Librarians will attend the event to recruit new librarians and new interns.

Internships

- Eight Librarian Interns were hired and began work at the following community libraries: Carson, Valencia, Canyon Country, La Canada Flintridge, Gardena, Norwalk, Woodcrest, and Hacienda Heights. Each intern will be mentored and those who successfully complete their internship will be encouraged to apply for a permanent position.

Scholarships

- The Department continues to work on the development of a tuition reimbursement plan for the part-time staff and for those who do not currently work for the County. When policies and procedures are established and funding sources are secured, the County Library will have a "grow your own" plan in place.

Publicity

- The Department continues to advertise in professional journals and on line via sources such as Monster.com. The new brochure has proven very effective and is available for all recruitment activities.

Results

- During this quarter, the Department filled eight Librarian I vacancies. Four librarians left County employment for a net increase of four. Of the four who left, two left for positions at other libraries and two retired. At present time, there are 38 Librarian 1 positions vacant.

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As stated in the February report, until salary and classification issues are made competitive, the recruitment and retention of librarians will remain problematic. In the meantime, the Department is working hard to continue active recruitment measures to fill librarian vacancies.

MDT:rmo
c_Board Motion

C: David E. Janssen, Chief Administrative Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons